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No. 76, Port Blair, Monday, February 21, 2011

**ANDAMAN AND NICOBAR ADMINISTRATION  
(DEPARTMENT OF ENVIRONMENT AND FORESTS)**

**NOTIFICATION**

Port Blair, dated the 21<sup>st</sup> February, 2011

“No. 75/2011/1428-A/F.No.14(E)/15(25).— In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with the Govt. of India, Ministry of Home Affairs, New Delhi, Notification No.14-3/60-ANL dated 11<sup>th</sup> April, 1960 and in supersession of all previous Notifications issued to this effect, the Lieutenant Governor (Administrator), Andaman and Nicobar Islands hereby makes the following rules to regulating the method of recruitment to Group ‘C’ posts of **Serang, Seacunny, Lascar, Engine Driver 2<sup>nd</sup> Class, Motor Boat Driver, Assistant Motor Boat Driver, Oiler, Winch Driver and Cook** in the Department of Environment and Forests, Andaman and Nicobar Administration, namely”:-

**1. Short title and commencement:-**

- i) These rules may be called the **(Andaman and Nicobar Administration Group ‘C’ Non-Ministerial posts in the Department of Environment and Forests) Recruitment Rules, 2011.**
- ii) They shall come into force on the date of their publication in the Official Gazette.

**2. Number of posts, classification and scale of pay :-**

The number of said posts, the classification and scale of pay attached thereto shall be as specified in Serial Number 2 to 4 of the Schedules I to IX annexed to these Rules.

**3. Method of recruitment, age limit and other qualifications etc. :-**

The method of recruitment, age limit, qualifications and other matters relating thereto shall be as specified in Serial Number 5 to 15 of the Schedules aforesaid.

**4. Disqualification :- No person –**

- i) who has entered into or contracted a marriage with a person having a spouse living; or
- ii) Who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said posts:

Provided that the Lieutenant Governor (Administrator), Andaman and Nicobar Islands may, if satisfied that such marriage is permissible under the personal law applicable to such persons and the other party to the marriage and that there are other grounds for doing so, exempt any person from the operation of these Rules.

**5. Power to relax :-**

Where the Hon'ble Lt. Governor (Administrator), Andaman and Nicobar Islands is of the opinion that it is necessary or expedient to do so, he may, by order, for reasons to be recorded in writing relax any of the provisions of these rules with respect to any class or category of persons.

**6. Saving :-**

Nothing in these Rules shall affect reservation, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, Scheduled Tribes and other specific categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

**Lt. General (Retd.) BHOPINDER SINGH**

Lieutenant Governor,  
Andaman and Nicobar Islands.

By order and in the name of the Lieutenant Governor,

Sd./-

**(S.S. Choudhury)**

Principal Secretary (Environment & Forests),  
Andaman and Nicobar Administration.

### **SCHEDULE - I**

1.	Name of the post	<b>Serang</b>
2.	Number of posts	8 (Eight)* (2011) *Subject to variation dependent on workload
3.	Classification	General Central Services Group 'C', Non-Ministerial
4.	Pay Band and Grade Pay/Pay Scale	PB-1 Rs.5200-20200 + G.P. Rs.2400
5.	Whether selection or non-selection post	Selection
6.	Whether benefits of added years of service admissible under Rule 30 of CCS (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruits	18-33 years for male 18-38 years for female (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Govt. from time to time). <b>Note:-</b> The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange /applications from candidates
8.	Educational and other qualifications required for direct recruits	<b>Essential:-</b> 1. Secondary School Examination(X Std.) pass from a recognized Board/Institution. 2. Must possess a Serang Certificate of Competency under the IV Act 1917(1 of 1917) and proficiency in swimming. 3. Should qualify the trade test.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Age: No Educational qualifications: No, but must possess Serang's Certificate of Competency as indicated under Sl. No.12.
10.	Period of probation, if any	2 (Two) years
11.	Method of recruitment, whether by direct recruitment or by promotion/deputation/absorption and percentage of vacancies to be filled by various methods	100% by promotion failing which by direct recruitment

12.	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	<b>Promotion:</b> From amongst the Seacunnies of the Department of Environment and Forests in the PB-1 Rs.5200-20200 + G.P. Rs.1800 with 11years regular service in the grade and possessing Serang's Certificate of Competency under the IV Act, 1917 (1 of 1917) and proficiency in swimming subject to passing the prescribed Trade Test.
13.	If a DPC exists, what is its composition ?	<b>Group 'C' DPC (for considering cases of Promotion/Confirmation) consisting of :-</b> 1. Chief Conservator of Forests - Chairman (CRZ&FC) 2. Conservator of Forests (HQ) - Member 3. Dy. Director Shipping Services - Member or any suitable Officer nominated by the DSS
14.	Circumstances under which UPSC is to be consulted in making recruitment	Not applicable
15.	Job description	Attached as Annexure to the Schedule

### **Sl. No. 15-Annexure to the Schedule**

The following are the duties to be performed by the **Serang**

To assist the Master of the vessel. He is responsible for supervising the deck crew and safety and security of the vessel. Additional duties include maintenance of the vessel hull, cargo gear, life saving appliances and fire fighting appliances, search and vessel's one and various other contingencies. Shall work independently as Master on smaller vessels as per competency certificate.

### **SCHEDULE -II**

1.	Name of the post	<b>Seacunny</b>
2.	Number of posts	38 (Thirty eight)* (2011) *Subject to variation dependent on workload
3.	Classification	General Central Services Group 'C', Non-Ministerial
4.	Pay Band and Grade Pay/Pay Scale	PB-1 Rs.5200-20200 + G.P. Rs.1800
5.	Whether selection or non-selection post	Not applicable
6.	Whether benefits of added years of service admissible under Rule 30 of CCS (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruits	18-33 years for male 18-38 years for female (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Govt. from time to time). <b>Note:-</b> The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange /applications from candidates

8.	Educational and other qualifications required for direct recruits	<b>Essential:-</b> 1. Secondary School Examination (X Std.) pass from a recognized Board/Institution with 6 years experience as Lascar in Seagoing Vessel of which one year as Seacunny. 2. Should qualify the trade test and swimming test
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	2 (Two) years
11.	Method of recruitment, whether by direct recruitment or by promotion/deputation/absorption and percentage of vacancies to be filled by various methods	100% by direct recruitment
12.	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	Not applicable
13.	If a DPC exists, what is its composition ?	<b>Group 'C' DPC (for considering cases of Confirmation) consisting of:-</b> 1. Chief Conservator of Forests (CRZ&FC) - Chairman 2. Conservator of Forests (HQ) - Member 3. Dy. Director Shipping Services - Member or any suitable Officer nominated by the DSS
14.	Circumstances under which UPSC is to be consulted in making recruitment	Not applicable
15.	Job description	Attached as Annexure to the Schedule

### **Sl. No. 15-Annexure to the Schedule**

The following are the duties to be performed by the **Seacunny**

Standing watch as Helmsman and look out. He is required to maintain a steady course. Properly execute all rudder order and communicate utilizing navigational terms relating to heading and steering. He is also required to do security related watches, perform general maintenance, repair and upkeep of material and equipment on deck.

**SCHEDULE -III**

1.	Name of the post	<b>Lascar</b>
2.	Number of posts	78 (Seventy eight )* (2011) *Subject to variation dependent on workload
3.	Classification	General Central Services Group 'C', Non-Ministerial
4.	Pay Band and Grade Pay/Pay Scale	PB-1 Rs.5200-20200 + G.P. Rs.1800
5.	Whether selection or non-selection post	Not applicable
6.	Whether benefits of added years of service admissible under Rule 30 of CCS (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruits	18-33 years for male 18-38 years for female (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Govt. from time to time) <b>Note:-</b> The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange /applications from candidates
8.	Educational and other qualifications required for direct recruits	<b>Essential:-</b> 1. Secondary School Examination(X Std.) pass from a recognized Board/Institution. 2. Should qualify the trade test and swimming test.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	2 (Two) years
11.	Method of recruitment, whether by direct recruitment or by promotion/deputation/absorption and percentage of vacancies to be filled by various methods	100 % by direct recruitment
12.	In case of recruitment by promotion/deputation / absorption grades from which promotion/deputation/absorption to be made	Not applicable
13.	If a DPC exists, what is its composition ?	<b>Group 'C' DPC (for considering cases of Confirmation) consisting of:-</b> 1. Chief Conservator of Forests - Chairman (CRZ&FC) 2. Conservator of Forests (HQ) - Member 3. Dy. Director Shipping Services - Member or any suitable Officer nominated by the DSS
14.	Circumstances under which UPSC is to be consulted in making recruitment	Not applicable
15.	Job description	Attached as Annexure to the Schedule

**Sl. No. 15-Annexure to the Schedule**

The following are the duties to be performed by the **Lascar**

He is responsible for operation and upkeeping of deck areas and equipment. Duties include sealing buffing and painting deck and superstructure, sweeping and washing the deck, splice wire and rope. Stationary rigging, secure cargo and mooring . Shall carryout the order of Master and Serang.

**SCHEDULE -IV**

1.	Name of the post	<b>Engine Driver 2<sup>nd</sup> Class</b>
2.	Number of posts	8 (Eight )* (2011) *Subject to variation dependent on workload
3.	Classification	General Central Services Group 'C', Non-Ministerial
4.	Pay Band and Grade Pay/Pay Scale	PB-1 Rs.5200-20200 + G.P. Rs. 2400
5.	Whether selection or non-selection post	Selection
6.	Whether benefits of added years of service admissible under Rule 30 of CCS (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruits	18-33 years for male 18-38 years for female (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Govt. from time to time) <b>Note:-</b> The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange /applications from candidates
8.	Educational and other qualifications required for direct recruits	<b>Essential:-</b> 1. Secondary School Examination(X Std.) pass from a recognized Board/Institution with 2 <sup>nd</sup> Class Engine Driver's certificate of Competency under the IV Act 1917(1 of 1917) with proficiency in swimming. 2. Should qualify the trade test.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Age: No Educational qualifications: No
10.	Period of probation, if any	2 (Two) years
11.	Method of recruitment, whether by direct recruitment or by promotion/deputation/absorption and percentage of vacancies to be filled by various methods	100 % by promotion; failing which by direct recruitment
12.	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	<b>Promotion:</b> From amongst the Motor Boat Drivers of the Department of Environment and Forests in the PB-1 Rs.5200-20200 + G.P. Rs.1900 with 8 years regular service in the grade and holding 2 <sup>nd</sup> Class Engine Driver Certificate of Competency under the IV Act, 1917 (1 of 1917) with proficiency in swimming
13.	If a DPC exists, what is its composition ?	<b>Group 'C' DPC (for considering cases of Promotion/Confirmation) consisting of:-</b> 1. Chief Conservator of Forests - Chairman (CRZ&FC) 2. Conservator of Forests (HQ) - Member 3. Dy. Director Shipping Services - Member or any suitable Officer nominated by the DSS
14.	Circumstances under which UPSC is to be consulted in making recruitment	Not applicable
15.	Job description	Attached as Annexure to the Schedule

**Sl. No.15-Annexure to the Schedule**

The following are the duties to be performed by the **Engine Driver (2<sup>nd</sup> Class Engine Driver)**

To assist the Chief Engine Driver, supervision of the daily maintenance and operation of engine department, oversee fuelling and bunkering, maintain electrical equipments and Navigational aids, carryout shift duties. Shall work independently as Engine Driver on boat / vessel as per competency certificate.

**SCHEDULE -V**

1.	Name of the post	<b>Motor Boat Driver</b>
2.	Number of posts	21 (Twenty one )* (2011) *Subject to variation dependent on workload
3.	Classification	General Central Services Group 'C', Non-Ministerial
4.	Pay Band and Grade Pay/Pay Scale	PB-1 Rs.5200-20200 + G.P. Rs.1900
5.	Whether selection or non-selection post	Selection
6.	Whether benefits of added years of service admissible under Rule 30 of CCS (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruits	18-33 years for male 18-38 years for female (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Govt. from time to time). <b>Note:-</b> The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange /applications from candidates
8.	Educational and other qualifications required for direct recruits	<b>Essential:-</b> 1. Secondary School Examination(X Std.) pass from a recognized Board/Institution with 2 <sup>nd</sup> Class Engine Driver's certificate of Competency under the IV Act 1917(1 of 1917) with proficiency in swimming. 2. Should qualify the trade test.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Age: No Educational qualifications: No
10.	Period of probation, if any	2 (Two) years
11.	Method of recruitment, whether by direct recruitment or by promotion/deputation/absorption and percentage of vacancies to be filled by various methods	100% by promotion failing which by direct recruitment
12.	In case of recruitment by promotion/deputation/absorption grades from which promotion / deputation / absorption to be made	<b>Promotion:</b> From amongst the Assistant Motor Boat Drivers of the Department of Environment and Forests in the PB-1 Rs.5200-20200 + G.P. Rs.1800 with 3 years regular service in the grade who possess 2 <sup>nd</sup> Class Engineer Driver Certificate of Competency under the IV Act, 1917 (1 of 1917) and qualify in the prescribed trade test and swimming test

13.	If a DPC exists, what is its composition ?	<b>Group 'C' DPC (for considering cases of Promotion/Confirmation) consisting of :-</b> 1. Chief Conservator of Forests - Chairman (CRZ&FC) 2. Conservator of Forests (HQ) - Member 3. Dy. Director Shipping Services - Member or any suitable Officer nominated by the DSS
14.	Circumstances under which UPSC is to be consulted in making recruitment	Not applicable
15.	Job description	Attached as Annexure to the Schedule.

### **Sl. No.15-Annexure to the Schedule**

The following are the duties to be performed by the **Motor Boat Driver**

He is responsible for operation and maintenance of all engineering equipments in the boat/vessel, including main engine, auxiliary engine pumps, motors, cranes and winches, maintaining log book, POL records and documentation. His duties are on smaller vessel having horse power less than 40HP.

### **SCHEDULE -VI**

1.	Name of the post	<b>Assistant Motor Boat Driver</b>
2.	Number of posts	4 (Four)* (2011) *Subject to variation dependent on workload
3.	Classification	General Central Services Group 'C', Non-Ministerial
4.	Pay Band and Grade Pay/Pay Scale	PB-1 Rs.5200-20200 + G.P. Rs.1800
5.	Whether selection or non-selection post	Not applicable
6.	Whether benefits of added years of service admissible under Rule 30 of CCS (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruits	18-33 years for male 18-38 years for female (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Govt. from time to time). <b>Note:-</b> The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange /applications from candidates
8.	Educational and other qualifications required for direct recruits	<b>Essential:-</b> 1. Secondary School Examination (X Std.) pass from a recognized Board/Institution. 2. Should qualify the trade test and swimming test.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	2 (Two) years



11.	Method of recruitment, whether by direct recruitment or by promotion/deputation/absorption and percentage of vacancies to be filled by various methods	100% by direct recruitment
12.	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	Not applicable
13.	If a DPC exists, what is its composition ?	<b>Group 'C' DPC (for considering cases of Confirmation) consisting of:-</b> <ol style="list-style-type: none"> <li>1. Chief Conservator of Forests - Chairman (CRZ&amp;FC)</li> <li>2. Conservator of Forests (HQ) - Member</li> <li>3. Dy. Director Shipping Services - Member or any suitable Officer nominated by the DSS</li> </ol>
14.	Circumstances under which UPSC is to be consulted in making recruitment	Not applicable
15.	Job description	Attached as Annexure to the Schedule.

### **Sl. No. 15-Annexure to the Schedule**

The following are the duties to be performed by the **Assistant Motor Boat Driver**

To assist Chief Engine Driver/Engine Driver (II Class), supervision the daily maintenance and operation of engine department, oversee fuelling and bunkering, maintain electrical equipment and Navigational aids, carry out shift duties. Shall work independently on boats/vessels as per competency certificate. His duties are on smaller vessel, having horse power less than 40 HP.

### **SCHEDULE -VII**

1	Name of the post	<b>Oiler</b>
2.	Number of posts	32 (Thirty two )* (2011) *Subject to variation dependent on workload
3.	Classification	General Central Services Group 'C', Non-Ministerial
4.	Pay Band and Grade Pay/Pay Scale	PB-1 Rs.5200-20200 + G.P. Rs.1800
5.	Whether selection or non-selection post	Not applicable
6.	Whether benefits of added years of service admissible under Rule 30 of CCS (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruits	18-33 years for male 18-38 years for female (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Govt. from time to time). <b>Note:-</b> The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange /applications from candidates

8.	Educational and other qualifications required for direct recruits	<b>Essential:-</b> 1. Secondary School Examination(X Std.) pass from a recognized Board/Institution 2. Should qualify the trade test and swimming test. <b>Desirable:-</b> Atleast two years experience in the Trade.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	2 (Two) years
11.	Method of recruitment, whether by direct recruitment or by promotion/deputation/absorption and percentage of vacancies to be filled by various methods	100 % by direct recruitment
12.	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	Not applicable
13	If a DPC exists, what is its composition ?	<b>Group 'C' DPC (for considering cases of Confirmation) consisting of:-</b> 1. Chief Conservator of Forests - Chairman (CRZ&FC) 2. Conservator of Forests (HQ) - Member 3. Dy. Director Shipping Services - Member or any suitable Officer nominated by the DSS
14	Circumstances under which UPSC is to be consulted in making recruitment	Not applicable
15	Job description	Attached as Annexure to the Schedule.

### **Sl. No. 15-Annexure to the Schedule**

The following are the duties to be performed by the **Oiler**

Oiling and greasing of all machinery on board the vessel. Cleaning of machinery and engine room. Assist in bunkering and oil changes. Assist Engine Drivers/Motor Boat Drivers in routine maintenance and upkeep of Engine Room.

**SCHEDULE -VIII**

1.	Name of the post	<b>Winch Driver</b>
2.	Number of posts	8 (Eight)* (2011) *Subject to variation dependent on workload
3.	Classification	General Central Services Group 'C', Non-Ministerial
4.	Pay Band and Grade Pay/Pay Scale	PB-1 Rs.5200-20200 + G.P. Rs.1800
5.	Whether selection or non-selection post	Not applicable
6.	Whether benefits of added years of service admissible under Rule 30 of CCS (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruits	18-33 years for male 18-38 years for female (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Govt. from time to time). <b>Note:-</b> The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange /applications from candidates
8.	Educational and other qualifications required for direct recruits	<b>Essential:-</b> 1. Secondary School Examination(X Std.) pass from a recognized Board/Institution. 2. Trade Certificate in operation of Winch from a recognized Institution. 3. Should qualify the trade test and swimming test. <b>Desirable:</b> Minimum 3 years experience in operation of Winch.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	2 (Two) years
11.	Method of recruitment, whether by direct recruitment or by promotion/deputation/ absorption and percentage of vacancies to be filled by various methods	100% by direct recruitment
12.	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	Not applicable
13.	If a DPC exists, what is its composition ?	<b>Group 'C' DPC (for considering cases of Confirmation) consisting of:-</b> 1. Chief Conservator of Forests - Chairman (CRZ&FC) 2. Conservator of Forests (HQ) - Member 3. Dy. Director Shipping Services - Member or any suitable Officer nominated by the DSS
14.	Circumstances under which UPSC is to be consulted in making recruitment	Not applicable
15.	Job description	Attached as Annexure to the Schedule

**Sl. No. 15-Annexure to the Schedule**

The following are the duties to be performed by the **Winch Driver**

Safe operation of Diesel/Electrical Winch, loading of cargo using winch engine. Daily inspection and maintenance of winch and wire rope.

**SCHEDULE -IX**

1.	Name of the post	<b>Cook</b>
2.	Number of posts	6 (Six )* (2011) *Subject to variation dependent on workload
3.	Classification	General Central Services Group 'C', Non-Ministerial
4.	Pay Band and Grade Pay/Pay Scale	PB-1 Rs.5200-20200 + G.P. Rs.1800
5.	Whether selection or non-selection post	Not applicable
6.	Whether benefits of added years of service admissible under Rule 30 of CCS (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruits	18-33 years for male 18-38 years for female (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Govt. from time to time) <b>Note:-</b> The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange /applications from candidates
8.	Educational and other qualifications required for direct recruits	<b>Essential:-</b> 1. Secondary School Examination (X Std.) pass from a recognized Board/ Institution. 2. Having experience in cooking preferably on Ship or Mess/Canteen/Hostel with proficiency in swimming. 3. Should qualify the trade test and swimming test.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	2 (Two) years
11.	Method of recruitment, whether by direct recruitment or by promotion/ deputation/ absorption and percentage of vacancies to be filled by various methods	100 % by direct recruitment
12.	In case of recruitment by promotion/ deputation/absorption grades from which promotion / deputation / absorption to be made	Not applicable

13.	If a DPC exists, what is its composition ?	<b>Group 'C' DPC (for considering cases of Confirmation) consisting of:-</b> 1. Chief Conservator of Forests - Chairman (CRZ&FC) 2. Conservator of Forests (HQ) - Member 3. Dy. Director Shipping Services - Member or any suitable Officer nominated by the DSS
14.	Circumstances under which UPSC is to be consulted in making recruitment	Not applicable
15.	Job description	Attached as Annexure to the Schedule.

### **Sl. No. 15-Annexure to the Schedule**

The following are the duties to be performed by the **Cook**

Prepare and serve meals. Clean galley and cooking equipment. Proper storage and preparation of food. Keeping inventory of stores and equipment of kitchen.